

# **AMENDMENT GUIDANCE**

## **ADULT EDUCATION PROGRAMS**

### **ANNUAL UPDATE**

**2010-2011**

**When Not to Amend  
When to Amend**

An Amendment is an application that modifies the currently approved budget and program narratives when those changes exceed the scope or the allowed flexibility, or changes the bottom line of the currently approved budget.

Adult Education Program Amendment Requests will be accepted by  
RIDE through:

**Friday, March 25, 2011**

## Overview:

This amendment opportunity is available should you need to make essential changes to your Adult Education Program 2010-2011 budgets. We realize that, as some of you have indicated, right now you are focused on getting activities underway and meeting the reporting requirements. We encourage you to submit an amendment to your Adult Education Program applications only if absolutely necessary. Keep in mind that the applications have flexibility built in, and that amending your FY11 budget is necessary **ONLY** if you are moving expenditures within or among series at amounts greater than 10% of your budget total for that funding source, **OR** if you are making a change that might **SIGNIFICANTLY** impact your program design.

If you are unsure whether an amendment is necessary for you at this time, please consult with the RIDE Adult Education liaison assigned to your program.

Thank you for all your hard work on behalf of RI adult learners who benefit from your programs. Best wishes with your projects this year.

### **WHEN IS AN AMENDMENT *NOT* REQUIRED?**

Under your RIDE approved grant budgets, programs will **not** have to file a formal amendment request for RIDE approval to expend funds if the program meets all of the following prerequisites:

- The cumulative anticipated change(s) within or among objects of expenditure (budget series) does not exceed 10% of your **total approved budget for that program** or \$100,000.00, whichever amount is less;
- Equipment line items are not increased by more than \$5,000.00;
- The change(s) do not alter the scope, goals, and/or intent of the currently approved program. (i.e., addition of new staff positions, major change in program goals that would impact proposed targets-see examples below).

### **WHEN IS AN AMENDMENT REQUIRED?**

An amendment to a previously approved grant budget is required whenever there is a:

- Change in the total amount of available funds has caused the currently approved budget **to exceed** the total amount of available funds.
- Change in the Budgeted Bottom Line;
- Cumulative anticipated change(s) within or among Objects of Expenditure (Budget Series) that exceeds 10% of the total approved budget or over \$100,000.00, whichever amount is less;
- Change(s) in Equipment in excess of \$5,000.00;
- Change in the Scope, Goals, and/or Intent of the currently approved program;
- Change in Program Activities and/or Staffing that alters the scope, goals and/or intent of the currently approved program;

*The following is a list of possible scenarios that require the programs to discuss with the RIDE program liaison(s) the changes under consideration to determine whether an amendment is warranted:*

- Addition of a **new program site(s)**
- The hiring of **new Adult Education funded staff members**
- Changes the program proposes to any **Adult Education funded activities** that are substantially different from those described in the 2010-2011 application previously submitted.

**ANY BUDGET DETAIL CHANGE THAT IS LATER DETERMINED TO HAVE BEEN NOT ALLOWABLE CANNOT BE PAID WITH GRANT FUNDS.**

Once again, if you are unsure whether an amendment is necessary for you at this time, please consult with the RIDE Adult Education liaison assigned to your program.

## **WHEN WILL AMENDMENTS BE ACCEPTED?**

Amendments of approved Adult Education applications will be accepted for review through **March 25, 2011.**

Amendment requests will be reviewed only if all required 2010-2011 financial expenditure reports have been submitted to RIDE.

## **HOW IS AN AMENDMENT REQUEST SUBMITTED?**

The work flow and approval path for an amendment is similar to that of the submission of the original application.

## **WHAT IS THE FORMAT?**

Amendment requests are made through electronic submission system and must include the following; **a revised cover sheet, performance targets (if revised), program abstract (narrative with amendment text added and highlighted), amended budget detail pages and a budget increase/decrease page reflecting the proposed changes and completed justification sections.** ( See checklist below)

\* If any of the application program (abstract) narrative pages needs to be changed due to the proposed amendment request, please use the following procedure. After the previously approved text, type the word AMENDMENT and then add any information that is new or changed from the previous approved application submission. **DO NOT delete previously submitted and approved textual information.**

## **AMENDMENT SUBMISSION PROCEDURES:**

Please forward required amendment documentation including;

- ☐ revised cover sheet
- ☐ performance targets(if revised)
- ☐ program abstract(narrative with amendment text added and highlighted)
- ☐ amended budget detail pages; and
- ☐ budget increase/decrease page reflecting the proposed changes and completed justification sections

**All required amendment materials should be sent via email to [AERFP@ride.ri.gov](mailto:AERFP@ride.ri.gov). by 4pm on Friday, March 25, 2011.**

Any and all amendment submissions assume ongoing negotiations and dialogue between RIDE staff and local program directors.

### **WHEN DO AMENDMENTS GO INTO EFFECT?**

Amendment requests are approved only after the proposed application changes have been reviewed and approved by the appropriate program and fiscal staff at RIDE. Programs will receive written notification of application status once both a program and fiscal review have been completed.

### **DEFINITIONS:**

When using this guidance, the following definitions should be referenced:

**The Bottom Line:** The total program award on the current grant award.

**Program Activities:** Description of activities included in your program narratives.

**Scope:** Program activities in the current approved application, including narrative and budget justifications in keeping with your program purpose, goals and intent.

### **Program Contacts: RIDE Adult Education**

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